



Gippsland Ports
Harbour Master's Directions
Part 1
Port of Corner Inlet and Port Albert
Effective January 26th 2023
(As amended 30th June 2025)



Image: Barry Beach Marine Terminals

CONTENTS

PREAMBLE	1
DISCLAIMER.....	1
1. Authority	2
2. Application.....	2
2.1. Definitions	2
3. Compliance with Relevant Acts	3
3.1 Seaworthiness	4
3.2 Derelict Vessels	4
3.3 Vessel Maintenance	5
3.4 Classes of Vessels	5
3.5 Maritime Security.....	6
4. Functions and Powers of Licensed Harbour Masters	8
5. Vessel Movements	9
5.1 Harbour (Port) Control	9
5.1.1 Local Knowledge Certificate Requirements (Mandatory).....	9
5.1.2 Radio Communications	10
5.2 Port Operations.....	12
5.2.1 Notice of Arrival or Departure and Application for Berth.....	12
5.2.2 Ballast Water Management	12
Ballast Water Checklist for Masters.....	12
5.2.3 Berth Application	14
5.2.4 Notice of Arrival or Departure – Dangerous Goods Declaration	14
5.2.5 Discharge of Cargo and Wharf Management	14
5.2.6 Loading of Cargo and Wharf Management.....	15
5.2.7 Recovery of Dropped, Fallen or Spilled Cargo	15
5.2.8 Discharge or Loading of Livestock – Transport of Livestock across Bass Strait.	15
5.2.9 Cleaning of Wharf Following Cargo Operations.....	16
5.2.10 Facilities and Equipment	16
5.2.11 Priority Passage	16

5.2.12 Passing and Overtaking	16
5.2.13 Shifting Ship	17
5.3 Arrival and Departure Communications	17
5.3.1 On Arrival at Corner Inlet	17
5.3.2 On Departure from Corner Inlet	17
5.3.3 On Arrival at Port Albert.....	17
5.3.4 On Departure from Port Albert.....	18
5.3.5 Vessels to Give Way	18
5.4 Towing.....	18
5.4.1 Towing Approval	19
5.4.2 Towing Risk Assessment	19
6. Vessel Operating Limits	21
6.1 Table of Vessels Limits Requirements Table	21
6.1 Under Keel Clearance (UKC) – Calculations.	22
7. Passage Plans	22
7.1 Listening Watch.....	23
7.2 Sound Signals	23
8. Incidents in Port Waters	23
8.1 Reportable Marine Incidents	24
8.2 Incident Reporting.....	24
9. Vessels to be Properly and Effectively Berthed or Moored	25
9.1 Berthed Vessels.....	25
9.2 Moored Vessels.....	25
10. Anchoring.....	25
10.1 Anchor Watch	25
10.2 Vessels Not to Anchor in Certain Locations	26
11. Manning While at Anchor, on a Mooring or When Berthed.....	26
11.1 At Anchor	26
11.2 On A Swing Mooring	26
11.3 Vessel Berthed Alongside.....	26
12. Refuelling and Liquid Cargo Operations	26
13. Fairways and Channels Not To Be Obstructed.....	27

14. Vessels or Objects Riding Astern of Moored or Anchored Vessels.....	27
15. Fishing Effort in Marked Channels Prohibited	28
16. Use of Propellers Alongside Wharves	28
17. Mooring of Vessels Alongside	28
18. Removal of Vessels	28
19. Navigation of Small Vessels.....	28
20. Seaplanes	29
21. Commercial Diving Activities.....	29
22. General Traffic, Speed and Zoning Rules.....	29
23. Vessel Operating and Zoning Rules for the Port of Corner Inlet and Port Albert (VOZR)	30
23.1 Designated Areas	30
23.2 Speed Limits and Safety Distances for all State Waters.....	30
23.3 Speed Restricted Zones.....	30
24. VOZR Schedule 132 – The Local Port of Corner Inlet and Port Albert.....	31
25. Emergency and Key Contact Details	32
26. Forms.....	33
Notification of Arrival/Departure and Application for Berth.....	34
Wharfage Certificate & Cargo Declaration	36
Application For Maintenance / Work Authority For A Vessel On Water	38



PREAMBLE

This publication supersedes and replaces Gippsland Ports Harbour Master's Directions and Port Information Handbook 2016 **for the Port of Corner Inlet and Port Albert.**

The January 2023 Edition of Harbour Master's Directions and Port Information Handbook are separate publications;

Harbour Master's Directions Part 1 Port of Corner Inlet and Port Albert – are local rules and are additional to the Marine Safety Act 2010 and the Port Management (Local Ports) Regulations 2015. These local rules also govern the operations of vessels in port waters and are legally enforceable. It is an offence under s237 of the Marine Safety Act 2010 to fail to comply with a direction or obstruct a Harbour Master.

Port Information Handbook Part 1 Port of Corner Inlet and Port Albert – contains information for port users and has been compiled as a guide.

Both publications are subject to revision. A current version is available on the Gippsland Ports' website at www.gippslandports.vic.gov.au.

Users are responsible for ensuring they are referring to the latest edition of this publication, noting that any printed version is an uncontrolled document and may be out of date.

Changes which may affect this publication are disseminated through: Notice to Mariners for waters covered by Admiralty Charts (Aus.) and Electronic Navigation Charts (AusENC's) Publications or RAN Hydrographic Charts; and amendments announced on the Gippsland Ports' website.

DISCLAIMER

Although every care has been taken to ensure information contained in this document is correct, no warranty, expressed or implied is given in regard to the accuracy of all printed contents. Gippsland Ports shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.

The information provided in no way whatsoever supersedes or detracts from that available in Admiralty Charts and Publications, RAN Hydrographic Charts, Commonwealth or State Acts, ordinances, rules or regulations.

Nothing in this publication is intended to relieve any vessel owner, operator, charterer, master or person directing the movement of a vessel from the consequences of any failure to comply with any applicable law or regulation or of any neglect of precaution which may be required by the ordinary practise of seamanship, or by any special circumstances of the case.

Should errors or omissions in this publication be noted, it would be appreciated if advice could be forwarded to:

Attention: Harbour Master
 Gippsland Ports
 97 Main Street
 PO Box 388
 Bairnsdale Victoria 3875

1. Authority

These Directions were made on 26th January 2023 and Amended 30th April 2024 by Captain Bevis Hayward, the Licenced Harbour Master for the Port of Corner Inlet and Port Albert, pursuant to Section 224 of the Marine Safety Act 2010 (Vic).

Gippsland Ports may authorise other Gippsland Ports persons to perform the functions of the Harbour Master.

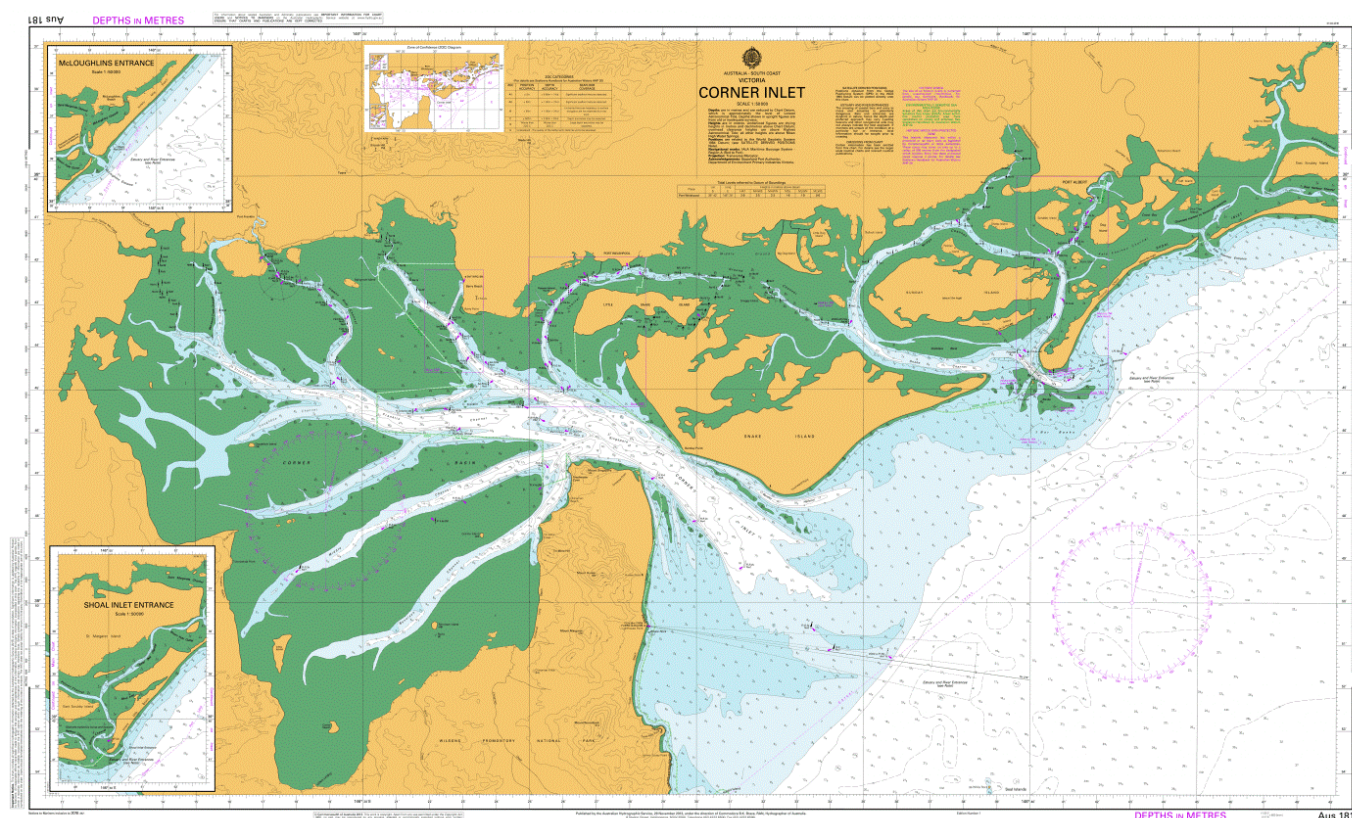
2. Application

These Directions apply to all vessels in the port waters of Corner Inlet and Port Albert and vessels departing or entering those waters.

2.1. Definitions

Refer Section 1.5 of the Port Information Handbook

Extract from Chart Aus. 181



3. Compliance with Relevant Acts

Regulations, Conventions, Determinations, Rules and Other Provisions

(a) The following legislation applies to Owners and Masters of vessels operating in the Port of Corner Inlet and Port Albert:

- Marine Safety Act 2010 (Victoria)
- Marine Safety Regulations 2012 (Victoria)
- Port Management Act 1995
- Port Management (Local Ports) Regulations 2015
- Marine Safety (Domestic Commercial Vessel) National Law Act 2012
- Marine Safety (Domestic Commercial Vessel) Regulation 2013
- Pollution of Waters by Oil or Noxious Substances Act 1986
- Pollution of Waters by Oil and Noxious Substances Regulations 2012
- Environment Protection Act 1970
- Biosecurity Act 2015
- Australian Ballast Water Management Requirements
- Dangerous Goods Act 1985
- Dangerous Goods (Handling and Packaging) Regulation 2012
- Navigation Act 2012
- Marine Orders – in effect under the Navigation Act 2012
- Marine Orders – in effect under the National Law (Domestic Commercial Vessel) Act 2012
- Occupational Health and Safety Act 2004
- Maritime Transport and Offshore Facility Security Act 2003 and Regulations
- Vessel Operating and Zoning Rules (VOZR) for Victorian Waters

(b) The following conventions, codes and publications apply to all vessels operating in the Port of Corner Inlet and Port Albert:

- The International Regulations for Prevention of Collisions at Sea 1972 (COLREGS)
- The International Convention of the Safety of Life at Sea (SOLAS)
- The International Code of Signals
- Animal Welfare Guidelines – Transport of Livestock Across Bass Strait (Approved under Section 44B of the Tasmanian Animal Welfare Act 1993)

(c) Publications include:

- Chart Aus. 181 – Corner Inlet
- AusENC Cell Au 439146
- Admiralty Sailing Directions – Australian Pilot Volume 2 NP14
- Admiralty List of Lights and Fog Signals Volume K NP83
- Victorian Tide Tables

The Masters of vessels operating in the Port of Corner Inlet and Port Albert must be familiar with all current and relevant legislation, codes and publications and must observe the limits and guidelines provided in this document. Any departure from these provisions shall be determined by the Harbour Master following formal application by the owners or Masters of a particular vessel.

3.1 Seaworthiness

Should the Master or owner of a vessel become aware of any condition or circumstance affecting the seaworthiness of a vessel;

- that may affect the safe navigation of the vessel or any other vessel; or
- that may affect the day to day operations of the Port; or
- that will be a threat to the environment within Port Waters.

The Master or owner shall immediately notify the Harbour Master Gippsland Ports or his delegates at the following contacts.

Gippsland Ports Harbour Master: 0351 500 500 or 0427 610 025

Port Manager - Port of Corner Inlet & Port Albert: 0356 881 303 or 0400 932 576

3.2 Derelict Vessels

Gippsland Ports is the Port Manager for the Local Port of Corner Inlet and Port Albert

A 'derelict vessel' is a vessel anywhere within the waters of the Port of Corner Inlet and Port Albert which;

- is apparently abandoned by the owner, or
- is in poor condition as a result of disuse or neglect, and
- as a consequence of the condition of the vessel poses a risk to personal safety, port operations or the environment.

Derelict vessels shall be removed from port waters by the owner as directed by Gippsland Ports.

Failure to comply with a Direction to remove the vessel from port waters will result in legal action by Gippsland Ports and removing the vessel to a secure location and arranging for its disposal.

Any cost incurred by Gippsland Ports for the removal of derelict vessels shall be charged to and payable by the owners.

Any legal costs associated with the removal of vessels shall be recouped from the owners.



3.3 Vessel Maintenance

Gippsland Ports is aware of the necessity to maintain vessels in a seaworthy condition and has established facilities within our ports to provide for maintenance and other works to be undertaken in a controlled environment. High risk maintenance works are not allowed to be performed at berths, moorings or at anchor. High risk works may only be performed at those berths that are specifically designated as Maintenance Berths or Boat Yards or at a suitably equipped marine service facility operated by a private sector entity.

To assist vessel owners and operators to meet their compliance obligations under relevant Acts, Regulations and Standards, an ***Application for Maintenance/Work Authority for a Vessel at a Berth (Form)*** must be forwarded to Gippsland Ports prior to any High Risk Works being performed. Vessel owners or operators shall then be directed where those works can be carried out.

For a copy of the form please contact Gippsland Ports South Gippsland Works depot at Port Welshpool by phone on 0356 881303.

High Risk Works includes any of the following:

- Hot Works including – electric or gas welding – abrasive cutting and grinding – gas cutting – or anything else that can produce heat and sparks
- Abrasive Blasting
- Using chemicals and vessel cleaning or bilge cleaning
- Spray painting
- Working at heights or over water
- Works in confined spaces
- Underwater diving operations
- Crane work

3.4 Classes of Vessels

Commercial Vessels are classed according to the Service Categories listed under the National Law for Domestic Commercial Vessels (reproduced below). For the purpose of these Harbour Masters Directions there are four Classes of Commercial Vessels:

Class 1 Vessel – All Commercial Passenger Vessels with a survey capacity of more than 12 Passengers (13 or more) permitted in certain operational areas.

Class 2 Vessel – All Commercial Non Passenger Vessels with a survey capacity of 12 Passengers or less permitted in certain operational areas.

Class 3 Vessels – Fishing Vessels engaged in commercial fishing operations (non-passenger carrying) permitted in certain operational areas.

Class 4 Vessels – Hire and Drive Vessels hired as a recreational vessel for personal use to operate in designated smooth water areas.

Service Categories Under the National Law (AMSA)

Use the following table to work out your vessel service category.

For example, a passenger vessel carrying 30 people and operating out to 15nm offshore has a service category of 1C.

Vessel use	Indicated by
Passenger vessel (13 or more passengers)	1
Non-passenger vessel (up to 12 passengers)	2
Fishing vessel	3
Hire and drive vessel	4

Operational area	
Unlimited operations (greater than 200nm from coast)	A
Offshore operations (within 200nm from the coast or other limits as specified by the local Marine Safety Agency)	B
Restricted offshore operations (within 30nm of the baseline of a State or Territory or a recognised Island))	C
Partially smooth water operations	D
Smooth water operations	E

3.5 Maritime Security

The Port of Corner Inlet is declared under the Maritime Transport and Offshore Facility Security Act 2003 and Regulations as a Security Regulated Port.

Gippsland Ports has responsibility to maintain an approved Maritime Security Plan for port waters and channels including the Main Channel, Toora Channel, Barry Beach Channel and Swing Basin adjacent to Barry Beach Marine Terminal and Port Anthony Marine Terminal. The Gippsland Ports Port Security Officer is the Harbour Master.

A Waterside Restricted Zone (WRZ) is established in the waters adjacent to Barry Beach Marine Terminal, Port Anthony Marine Terminal, the Barry Beach Swing Basin and the entrance to Barry Beach Channel. The WRZ becomes automatically active 30 minutes prior to the arrival of a Security Regulated Ship, during the ships visit and 30 minutes after the departure of the Security Regulated Ship. More than one security regulated ship may be alongside at any given time. At MARSEC Level 2 & 3 the WRZ is active continuously regardless if a ship is alongside or not.

Non-Security Regulated vessels must not enter the WRZ during the period listed above, unless authorised by the Harbour Master and Port Security Officer.

All persons who have the need to be within the WRZ (or the Landside Restricted Zone) of Barry Beach Marine Terminal must be in possession of a valid Blue Maritime Security Identification Card (MSIC)

Qube Energy has responsibility to maintain an approved Port Facility Security Plan for Barry Beach Marine Terminal.

Port Anthony Stevedoring Services does not maintain an approved Port Facility Security Plan for the Port Anthony Marine Terminal (PAMT), however the waters adjacent to PAMT lie within the Barry Beach Waterside Restricted Zone.

All Security Regulated Ships that operate to and from the Security Regulated Port of Corner Inlet must operate under an approved Ship Security Plan at all times whilst within the Security Regulated Port and berthed at Security Reregulated Facilities.

The Port of Corner Inlet operates under “Normal Conditions” at Marsec Level 1. Higher Levels of security shall be notified by the Department of Home Affairs and promulgated to Facilities and Ships by the Port Security Officer. For further information on Maritime Security refer S 3.13 of the Port Information Handbook Part 1 Port of Corner Inlet and Port Albert.

4. Functions and Powers of Licensed Harbour Masters

Gippsland Ports engages a Harbour Master, licenced in accordance with section 224 of the Marine Safety Act 2010 for the port waters of Corner Inlet and Port Albert and is also empowered to assign other Gippsland Ports employees as Assistant Harbour Masters in accordance with section 229 of the Marine Safety Act 2010.

(a) Pursuant to section 230 (1) the functions of the Harbour Master for the Port of Corner Inlet and Port Albert are as follows:

- To control and direct vessels entering and leaving the waters of the Port, including the time and manner of doing so.
- To control and direct the navigation and other movement of vessels in those waters.
- To control and direct the position where and the manner in which any vessel may anchor or be secured in those waters.
- To control and direct the time and manner of the taking in or discharging from any vessel of cargo, stores, fuel, fresh water and water ballast in those waters
- To control and direct the securing or removal of any vessel in those waters in, from or to any position the Harbour Master thinks fit.
- Any other functions that are conferred on harbour masters under any other Acts.

(b) The Harbour Master must carry out his functions in a manner;

- That ensures the safety of persons and the safe operation of vessels, and;
- That minimises the effect of vessel operations on the environment.

(c) Powers of the Harbour Master (s231 & s232 Marine Safety Act 2010)

- The Harbour Master has all the powers that are necessary and convenient to enable him to carry out the functions given to him.
- The Harbour Master may give oral and written directions for or with respect to vessels entering or within the waters or the Port of Corner Inlet and Port Albert
- Prohibit the entry or require the removal of any vessel if he has reasonable cause to believe that the vessel is:
 - Unseaworthy; or
 - Is in imminent danger of sinking and causing an obstruction to navigation in those waters; or
 - Is in imminent danger of causing serious damage to the marine environment or property within the port.
- The Harbour Master may carry out a direction if there is no person on board and there are reasonable grounds for the Harbour Master to act urgently without giving direction.
- Fees and Charges may be recovered by Gippsland Ports for the exercise of the Harbour Masters' functions.

(d) Offence to Fail to Comply with a Direction or obstruct the Harbour Master

- The Master or Owner of a vessel must not, without reasonable excuse, refuse or fail to comply with any direction given by the Harbour Master. (penalties up to 120 Penalty Units apply)
- The Master or Owner of a vessel must not obstruct the Harbour Master while performing a function or exercising any power given under the Act. (penalties up to 60 Penalty Units apply).

5. Vessel Movements

Reporting and Operating Requirements

5.1 Harbour (Port) Control

Approval to Berth

Prior to the first arrival at the Port of Corner Inlet and Port Albert **all vessels** greater than 35 metres in length must apply to Gippsland Ports for an authority to Berth at Port Welshpool or Barry Beach Marine Terminal or Port Anthony Marine Terminal. Vessel documents will be required from Owners to inform a formal Risk Assessment. If successful, assessed vessel owners and port facility operators will receive a letter of Approval to Berth (with conditions or restrictions depending on the results of the assessment) for a particular vessel or fleet of vessels. Fees and Charges apply.

The Office of Gippsland Ports at Port Welshpool is usually staffed Monday to Friday from 08:00 to 16:00 but at times may be unattended due to Operational or Emergency requirements.

The Port of Corner Inlet and Port Albert is currently not declared as Pilotage Required Waters. Accordingly, there is no Pilot Service or Pilot Transfer Service based at Corner Inlet for visiting vessels.

There is no 24-hour Vessel Traffic Service available at the Port of Corner Inlet and Port Albert.

In some circumstances, (for example the arrival of foreign flagged or oversized special project vessels) as determined by the Harbour Master, a visiting vessel may be required to take a Pilot. In such circumstances arrangements may be made for Licensed Pilotage Providers to conduct pilotage within the waters of the Port of Corner Inlet. Approval prior to arrival (and departure) of vessels requiring Pilotage shall only be granted by the Harbour Master following a Risk Assessment process.

NOTE

Safe Transport Victoria (STVic) has responsibility to Register Pilotage Service Providers and Licence Marine Pilots for all Victorian Ports. If a special project ship requires pilotage and intends to visit the Port of Corner Inlet, Gippsland Ports shall inform STVic and any refresher training required for those Pilot's Licenced for Corner Inlet shall be assessed and approved by the Harbour Master. All applications for Pilotage should be made through the Harbour Master Gippsland Ports.

There is no approved towage service available; however, arrangements can be made for towage services from other ports.

For further information regarding licensed Pilots for Victorian Commercial Ports please contact Safe Transport Victoria at [Pilotage Service Providers | Safe Transport Victoria](#)

5.1.1 Local Knowledge Certificate (LKC) Requirements (Mandatory)

All Domestic Commercial Vessels, Foreign Flagged Vessels and Australian Regulated Ships that are Class 1 or Class 2 Vessels greater than 12m in length or Class 3 Fishing Vessels greater than 35m in length when operating within the limits of the Port of Corner Inlet and Port Albert and are not under Pilotage must be operated by a Master who holds a valid Certificate of Local Knowledge for the Port.

Under section 80 of the Marine Safety Act 2010 (as amended) it is an offence to enter or leave or attempt to enter or leave or navigate or attempt to navigate within Port Waters that have been declared by Government Gazette to be Local Knowledge Required waters unless the Master holds the Local Knowledge Certificate for those waters.

Local Knowledge Certificates for the Port of Corner Inlet include the requirement to complete 6 trips Inbound and 6 trips outbound from Port Limits to the nominated Port Facility. 2 trips Inbound and 2 trips Outbound must be completed during the hours of darkness, between Sunset and Sunrise. All trips must be completed as a Watchkeeper on an approved vessel under the command of a Master who holds the relevant Local Knowledge Certificate or under Pilotage by a person who holds a valid Pilot's Licence for the Port of Corner Inlet to Barry Beach Marine Terminals. The Harbour Master will assess each applicants Sea Service.

The prerequisite Marine Qualification required for the issue of a Local Knowledge Certificate is a valid Certificate of Competency as Master at a level which allows the certificate holder to act as Master of the vessel they intend to operate within LKC required waters.

Australian Certificates of Competency are issued by AMSA for;

1. Domestic and International Operations;
 - Master <500 T
 - Master <3000T
 - Master Unlimited
2. Domestic Operations Only (under DCV National Law)
 - Coxswain – for the operation of vessels less than 12m in length (non-mandatory)
 - Master <24m NC
 - Master <45m NC
 - Master <100m NC

A Master with a Foreign Certificate of Competency may apply for a Local Knowledge Certificate for the Port of Corner Inlet through Gippsland Ports providing;

- The Certificate was issued by a Flag State which is recognised by AMSA as meeting the full requirements of the International Convention for the Standard of Training, Certification and Watchkeeping for Seafarers (STCW) as amended under the Manila Amendments 2010.
- If the vessel operates under a Foreign Flag, the master's Certificate of Competency is recognised by the Flag State.

Applications for Renewal of a Local Knowledge Certificate must include Sea Service as Master within those Port Waters. Applications for Local Knowledge Certificates should be made here;

[Application For Local Knowledge Certificate | Safe Transport Victoria](#)

For LKC declared Port Waters under the Management of Gippsland Ports including;

- LK3 – Corner Inlet to Barry Beach Marine Terminals
- LK4 – Corner Inlet to Port Welshpool
- LK5 – Port Albert and approaches
- LK8 – Port of Gippsland Lakes – Lakes Entrance including the Lakes Entrance Bar

Requisite LKC elements including Sea Service declaration and approval, Examination and Port Office Attendance is carried out by the Harbour Master Gippsland Ports or their Delegate.

5.1.2 Radio Communications

Radio Communications are via VHF. The following Channels are used at the Port of Corner Inlet and Port Albert:

- VHF Ch. 16 Listening, Calling and Emergency Watch
- VHF Ch. 11 Port Operations working

- VHF Ch. 14 Ship to Ship

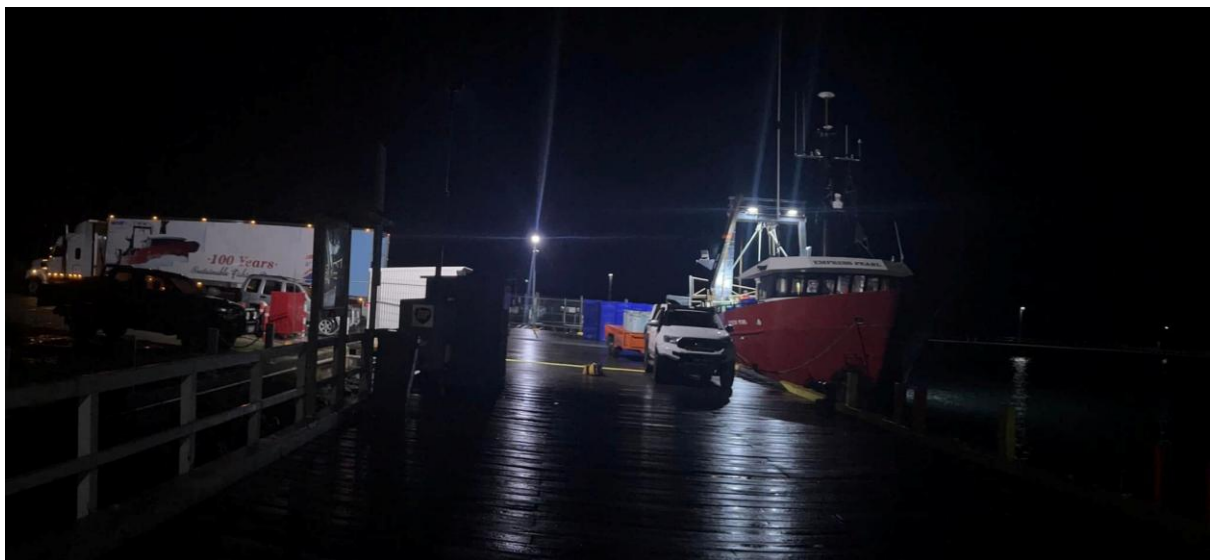
Gippsland Ports does not generally maintain a listening watch on VHF Ch.16 unless previously requested in the **Notification of Arrival/Departure and Application for Berth** form. If requested to contact Gippsland Ports via VHF, the initial call should be to *Gippsland Ports Port Welshpool* on VHF Ch. 16 before transferring to the working channel which is VHF Ch.11 or Ch.14

The Port Manager at Port Welshpool can be contacted as follows:

Telephone: 0356 881303

Mobile: 0400 932 576

Email: JakebG@gippslandports.vic.gov.au



5.2 Port Operations

5.2.1 Notice of Arrival or Departure and Application for Berth

Not less than 48 hours prior to entry to the Port of Corner Inlet and Port Albert the Master or Agent of all Class 1 Passenger Vessels and Class 2 Non Passenger Vessels greater than 12 metres in length and all Class 3 Fishing vessels greater than 35 metres in length must submit the Gippsland Ports form: **Notification of Arrival/Departure and Application for Berth**

Electronic versions of the **Notification of Arrival/Departure and Application for Berth** form are available at the Gippsland Ports Website www.gippslandports.vic.gov.au along with the schedule of the Current User Fees and Charges.

Notice of Arrival/Departure and Application for Berth forms should be forwarded by email to the following addresses:

- | | |
|----------------------------|--|
| 1 Harbour Master | bevish@gippslandports.vic.gov.au |
| 2 Port Manager | JakebG@gippslandports.vic.gov.au |
| 3 Port Administration | Accounts@gippslandports.vic.gov.au |
| 4 GP Head Office | feedback@gippslandports.vic.gov.au |
| 5 AMSA | melbourne@amsa.gov.au |
| 6 Assistant Harbour Master | DavidA@gippslandports.vic.gov.au |

5.2.2 Ballast Water Management

Ballast water can contain a range of invasive marine species, which, if unmanaged, can lead to significant economic and environmental impacts on Australia's unique maritime environment.

The Australian Ballast Water Management Requirements set out the obligations on vessel operators with regards to the management of ballast water and ballast tank sediment when operating within Australian seas. These requirements include legislative obligations under the: [Biosecurity Act 2015 \(Biosecurity Act\)](#), and International Convention for the Control and Management of Ships' Ballast Water and Sediments (Ballast Water Convention).

The Requirements also provide guidance for vessel operators on best practice policies while in Australia. The requirements apply to all vessels operating internationally and domestically in Australia.

The legislative obligations on vessels to manage ballast water are contained in the Commonwealth Biosecurity Act 2015 and associated legislation.

Masters are directed to ensure they operate under the Bio Security Act 2015 and are guided by the Australian Ballast Management Requirements [Australian Ballast Water Management Requirements - DAFF \(agriculture.gov.au\)](#).

Ballast Water Checklist for Masters

The origin of ballast water is categorised as either "domestic" or "international". Australia's Territorial Sea is defined as the area within 12 nautical miles from the coastal baseline. Ballast water sourced from within this area is classed as "domestic ballast water" and is generally considered as "low risk".

The Department of Agriculture, Water and the Environment deems all salt water from port and coastal waters outside Australia's territorial sea to be "high risk" and capable of introducing exotic marine pests into Australia.

The discharge of “high risk” ballast water within Australian ports and territorial waters is strictly prohibited.

All International vessels intending to discharge ballast water inside the Australian territorial sea are required to manage their ballast water in accordance with the Mandatory [Australian Ballast Water Management Requirements V7](#). These requirements are consistent with IMO Guidelines for minimising the translocation of harmful aquatic species in vessels ballast water.

The Australian Ballast Water Requirements also includes Exemptions from The Ballast Water Convention at Section 7. Vessels exempt from the Convention under the Act, must comply with the requirements of the specific Exemption.



5.2.3 Berth Application

Not less than 48 hours before a vessel enters port waters the master of any Class 1 Passenger Vessel or Class 2 Non Passenger Vessel greater than 12 metres in length or Class 3 Fishing Vessels greater than 35 metres in length which does not have an allocated berth within the Port of Corner Inlet and Port Albert, must submit the form: ***Notification of Arrival/Departure and Application for Berth***.

5.2.4 Notice of Arrival or Departure – Dangerous Goods Declaration

(1) The Dangerous Goods declaration section of the ***Notification of Arrival/Departure and Application for Berth*** form must be completed as required under the International Maritime Dangerous Goods Code (IMDG Code).

(2) A Dangerous Goods Manifest must also be submitted to the Harbour Master or Port Manager South Gippsland in accordance with Marine Order Part 41 (Carriage of Dangerous Goods) 2009.

(3) If Dangerous Goods (explosives) are not to be loaded or discharged from a Commercial Vessel but will remain on board until the vessel departs Corner Inlet the Master or Agent of that vessel must notify the Harbour Master or Port Manager of the fact within 24 hours before the arrival of that vessel and provide details of the type and quantity of those goods.

5.2.5 Discharge of Cargo and Wharf Management

Definition of Cargo

“Cargo includes all articles, goods, materials, merchandise or wares carried on board a vessel, and for which a waybill, or bill of lading, or other receipt is issued by the carrier. Cargo **includes livestock**, but does not include bunkers, personal baggage, vessel equipment spare parts, stores or mail”.

(1) If cargo is not intended to be discharged, or transferred to another vessel from a Class 1 or Class 2 Commercial Vessel arriving within the Port of Corner Inlet and Port Albert the Master or Agent must notify the Port Manager on the ***Notification of Arrival/Departure and Application for Berth*** form.

(2) The Master or agent of a Class 1 or Class 2 Commercial Vessel from which cargo is to be discharged to a wharf, jetty, Ro-Ro or another vessel must, within 24 hours after the time that a vessel arrives at the Port of Corner Inlet and Port Albert, deliver to the Harbour Master or Port Manager a signed manifest with details of the type and quantity of cargo to be discharged.

(3) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that cargo is not;

- (a) discharged from the vessel on to a wharf; or
- (b) transferred from the vessel to another vessel – within the Port of Corner Inlet and Port Albert until the Notification of Arrival Departure and Application for Berth and Dangerous Goods Declaration has been delivered to the Harbour Master or Port Manager.

(4) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that cargo is not discharged from the vessel unless the cargo is discharged at the recognised facilities at Barry Beach or in an area set aside at Port Welshpool by the Port Manager where the discharge and loading is permitted.

(5) The Master or Agent who discharges cargo from a Class 1 or Class 2 Commercial Vessel must ensure that the cargo is not left, placed or allowed to remain in or on any wharf, land, road, building, amenity, or other structure within the Port for more than 24 hours after;

- (a) the vessel has departed from the port; or
- (b) the unloading of the cargo has been completed; unless
- (c) an authority is issued by the Port Manager to allow cargo to remain for longer periods.

(6) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must not discharge cargo from the vessel if that cargo is intended to be discharged at another port, unless the discharge is manifested and authorised by the Port Manager.

5.2.6 Loading of Cargo and Wharf Management

(1) The Master or Agent of a Class 1 or Class 2 Commercial Vessel that intends to load outbound cargo in the Port of Corner Inlet and Port Albert must give notice at least 24 hours prior to the cargo arriving and provide a manifest which;

- (a) details the type and quantity of cargo to be loaded on to the vessel; and
- (b) has been signed by the Master or Agent.

(2) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that the outbound cargo delivered to the Port is not loaded on the vessel until the Notification of Arrival Departure and Application for Berth including the Dangerous Goods Declaration has been delivered to the Harbour Master or Port Manager.

(3) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that cargo is not loaded onto the vessel unless the cargo is loaded at the recognised facilities at Barry Beach, or an area set aside at Port Welshpool by the Port Manager where the discharge and loading is permitted.

5.2.7 Recovery of Dropped, Fallen or Spilled Cargo

(1) If cargo is dropped or falls or is spilled while being discharged from or loaded on to a vessel, the Master of the vessel must immediately notify the Port Manager and provide details in writing that includes the type and quantity of cargo that dropped fell or spilled and where it occurred.

(2) The Harbour Master may direct the Master of a vessel from which cargo has been dropped or fallen or spilled in the Port to recover that cargo. The direction must be in writing; and

- (a) must include a description and approximate quantity of the cargo to be recovered;
- (b) must include the location the cargo is to be recovered from;
- (c) must specify the manner in which the cargo is to be recovered; and
- (d) must specify the time when the cargo is to be recovered by.

(3) The Master of a vessel must comply with the Harbour Masters Direction within the time specified.

5.2.8 Discharge or Loading of Livestock – Transport of Livestock across Bass Strait.

Animal welfare considerations are important in the farming, handling and transport of animals. Practices have been reassessed in light of new knowledge, changing attitudes and community expectations. High standards of animal welfare are important legally and ethically, but also have direct economic benefits.

The livestock trade across Bass Strait is governed under the Tasmanian Animal Welfare Act 1993. The Tasmanian Department of Primary Industries, Parks, Water and Environment have issued a document, approved under Section 44B of the Animal Welfare Act 1993, titled; *“Animal Welfare Guidelines – Transport of Livestock across Bass Strait”*.

Agriculture Victoria has also adopted similar Animal Welfare Guidelines for Victorian jurisdiction.

All Regulated Australian Vessels and some Domestic Commercial Vessels engaged in livestock transport come under the Commonwealth Navigation Act 2012 and in particular certain sections of; "Marine Order 43 (Cargo and cargo handling – livestock 2018)".

For the Port of Corner Inlet and Port Albert the following Direction applies:

All Regulated Australian Vessels and Domestic Commercial Vessels intending to discharge or load livestock through the Port Welshpool Ro-Ro must comply with the appropriate sections of Marine Order Part 43 and in addition comply with relevant Victorian and Tasmanian animal welfare legislation, codes and guides as a minimum standard.

Shipping Companies and Shipmasters should take special notice of Section 7 of Marine Order Part 43 and Parts 1 to 6 and Appendix I, II and III of the Animal Welfare Guideline for the Transport of Livestock across Bass Strait.

A breach of Animal Welfare or Transport Legislation and Guidelines during shipping operations to or from the Port of Corner Inlet and Port Albert constitutes a breach of these Harbour Masters Directions and future port access may be denied to offending vessels or vessel operators.

5.2.9 Cleaning of Wharf Following Cargo Operations

(1) The Master or Agent of a vessel that occupies a wharf or Ro-Ro or any part of a wharf or Ro-Ro, must as soon as is practicable, ensure that all portable appliances and materials used in discharging and loading the vessel are removed from the wharf or Ro-Ro and lawfully disposed of.

(2) The Master or Agent of a vessel that occupies a wharf or Ro-Ro or any part of a wharf or Ro-Ro must, as soon as is practicable, ensure that all portable appliances used for cleaning the vessel are removed from the wharf.

5.2.10 Facilities and Equipment

The Master of a vessel requiring port facilities or equipment, in addition to a requested berth, must contact the Harbour Master or Port Manager not less than 48 hours before arrival specifying the additional requirements.

5.2.11 Priority Passage

Any vessel in an emergency situation has priority of passage over all other vessels.

Should the occasion arise where two or more vessels greater than 24 metres in length have the same estimated arrival or departure times, the Harbour Master or his delegate shall prioritise the times of the passage, generally by order of receipt of **Notification of Arrival/Departure** forms but also taking into account the length, draft and manoeuvring characteristics of each vessel and their destinations. As a guide when transiting channels within port limits each vessel should maintain a distance apart of not less than 550m (approximately 3 cables).

5.2.12 Passing and Overtaking

Inbound vessels greater than 24 metres in length are not permitted to pass or overtake another vessel and must give way to outbound vessels in the following restricted channels:

- Toora Channel north of beacons #4 and #5
- Barry Beach Channel (the Cut)
- Lewis Channel north of beacons #1 and #2

5.2.13 Shifting Ship

Barry Beach Marine Terminal (BBMT) - Port Anthony Marine Terminal (PAMT)

Vessels that intend to shift ship from one facility to another within the Port of Corner Inlet shall forward a **Notification of Arrival/Departure and Application for Berth** form to the Harbour Master Gippsland Ports or his delegate at least 24 hours prior to the shift. (For example, BBMT shift ship to PAMT).

Vessels shifting from one berth to another within the boundaries of a facility do not require Notice.

Port Welshpool

Any vessel allocated a berth within the precinct of Port Welshpool that requires to shift to another berth shall forward a Notice of Arrival/Departure and Application for Berth form to the Harbour Master Gippsland Ports or his delegate and shall wait for approval to berth from the Harbour Master or the Port manager prior to the shift being undertaken.

5.3 Arrival and Departure Communications

Mandatory all vessels greater than 24 metres in length

Listening Watch: Masters of any vessel greater than 24 metres in length shall ensure that a continuous listening watch is maintained on VHF Ch. 16 at all times during any passage within the Limits of the Port of Corner Inlet and Port Albert and, unless authorised by the Harbour Master or his delegate, at all times while the vessel remains at anchor within Port waters.

5.3.1 On Arrival at Corner Inlet

The masters of an inbound vessel prior to crossing the bar at Buoy #1 (VQ 6 + L.Fl. 10s) is required to make an **"All Ships Call"** on VHF Ch. 16 and provide the following information:

- Vessel Name and call sign
- Vessel position and direction of passage (inbound)
- Vessels rout, destination and ETA at the berth or anchorage.
- Description of any restrictions or constraints requiring a clear channel.

5.3.2 On Departure from Corner Inlet

The master of an outbound vessel prior to last line is required to make an **"All Ships Call"** on VHF Ch. 16 and provide the following information:

- Vessel Name and call sign
- Vessel place of departure (BBMT, PAMT, Port Welshpool) and direction of passage (outbound)
- Vessel rout and ETA Buoy #1 Corner Inlet Bar
- Description of any restrictions or constraints requiring a clear channel

Note: On hearing an **"All Ships Call"** from an inbound or outbound vessel, masters of other vessels making passage through channels within Corner Inlet shall respond to the caller and exchange passage intentions.

5.3.3 On Arrival at Port Albert

The master of an inbound vessel prior to crossing the bar at the Fairway Buoy (LFl. 10s) is required to make an **"All Ships Call"** on VHF Ch.16 and provide the following information:

- Vessel Name

- Vessel position and direction of passage (inbound)
- ETA at Port Albert Wharf

5.3.4 On Departure from Port Albert

The master of an outbound vessel prior to departure is required to make an **“All Ships Call”** on VHF Ch. 16 and provide the following information:

- Vessel Name
- Vessel position and direction of passage (outbound)
- ETA at the Fairway Buoy

Note: On hearing an **“All Ships Call”** from an inbound or outbound vessel, masters of other vessels making passage through Port Albert Channel shall respond to the caller and exchange passage intentions.

5.3.5 Vessels to Give Way

In general while making passage through the approaches to the Port of Corner Inlet and Port Albert a vessel that is stemming the tide shall give way to another vessel that has the tide astern, unless clear arrangements are made between the masters to pass in channels with sufficient sea room.

Lewis Channel

The master of a vessel departing Lewis Channel shall give way to any vessel that is navigating the Toora Channel.

Refer to Vessel Operating & Zoning Rules (VOZR) for Victorian Waters, Schedule 132 at Section 24 of these Harbour Masters Directions for further information regarding local rules for the Port of Corner Inlet and Port Albert.

5.4 Towing

(1) Due to the wide variations that apply to tug and barge and vessel and vessel towing operations, including the nature of the confined tidal waters of Corner Inlet, the common weather and sea conditions of the area, and other local traffic, each intended tug and barge or vessel and vessel tow operation will be considered and assessed by Gippsland Ports on an individual basis.

(2) Proposals for tug and barge or vessel and vessel tow operations into and from Corner Inlet must be made well in advance of the date of the proposed operation and must be accompanied with full Towing Risk Assessment details including;

- The barge or vessel dimensions; and
- The tug or vessel undertaking the tow; and
- The tug or vessel assisting the tow; and
- the cargo to be carried on or in the barge, and
- The intended towing and handling arrangements to be employed in transit from No 1 South Cardinal Buoy to the intended berth.

(3) Towage and barge operations to or from Corner Inlet will only be permitted by the Harbour Master Gippsland Ports in daylight hours and in fair weather conditions approved beforehand.

(4) Masters of Class 1 and Class 2 vessels greater than 12 meters in length that are involved in towing operations must hold a valid Certificate of Local Knowledge for the Port Waters they intend to operate within.

5.4.1 Towing Approval

All planned Commercial Towing Operations must be advised to and approved by the Harbour Master or his Delegate. Approval by the Harbour Master or his Delegate shall be on the basis that the Master and Owner have conducted a Risk Assessment of the Towing operation and forwarded a copy to the Harbour Master. After considering the towing operation on a case-by-case basis further conditions may be applied for approval. Those conditions may include but not be limited to;

- Deferring the tow operation within Port Limits - awaiting favourable weather.
- Time restrictions, for example daylight hour operations only.
- The requirement for a tow assist vessel within Port Limits.
- The requirement for Port traffic control.
- A requirement for the presence of the Harbour Master or his delegate during the tow operation within Port Limits.

5.4.2 Towing Risk Assessment

To assist with the risk assessment of all Commercial Vessel towing operations within the Port of Corner Inlet and Port Albert the Master and Owner responsible for the tow must take into consideration the following Standard Operating Practice;

The tow vessel (and tow assist vessel) must be of sufficient power and maneuverability to handle the towed vessel during over the stern, alongside or push towing operations throughout the entire voyage having due regard to:

- (1) The forecast weather conditions for the duration of the voyage and the effect of windage on the tow through the planned reaches, fairways or channels of the intended passage.
- (2) The tidal predictions with respect to the range and height of tide required for the tow considering the draft of the tow, and tow vessel/s and any anomaly to the predicted tide height due to recent weather conditions.
- (3) Sufficient under keel clearance (UKC) to be able to maneuver the tow vessel and the tow on arrival at the destination. Real time tide information for Port Welshpool can be obtained at the Gippsland Ports website www.gippslandports.vic.gov.au
- (4) The rate of the tidal stream when entering or departing Lewis Channel or Barry Beach Channel. The arrival or departure should occur as close to slack water as possible to eliminate tidal flow interaction.
- (5) A suitable plan for the tow astern or tow alongside taking into account;
 - available towing points, winches or other line handling equipment.
 - tow passage plan including cargo limitations
 - Tow Survey and Warranty documentation and insurance.
- (6) When hipping up, tow alongside or pusher towing consideration must be given to;
 - a towing spring line/s
 - a backing spring line/s
 - stern and bow lines positioned to give maximum assistance with turning the towed vessel to port or starboard
 - breast lines
 - sufficient fender arrangements to minimize vessel damage in a seaway.

- (7) The position of the towing vessel alongside the towed vessel to give maximum steerage and propeller thrust for turning the towed vessel to either port or starboard.
- (8) The effect of steerage on the towing vessel – limitations that may require an assist vessel to turn or maneuver the tow safely.
- (9) The requirements for lights, shapes and sound signals as required for towage operations under the provisions of the Prevention of Collision Regulations (COLREGS).
- (10) The presence of traffic that may make it necessary to pass other vessels at certain locations or may require a Gippsland Ports Patrol Vessel to assist with traffic control.
- (11) Clear and precise Radio communications and protocol, described in section 5.3 above.



6. Vessel Operating Limits

Note 1: Masters of vessels with drafts and lengths exceeding the Operating Limits outlined below must not enter port waters without the written Authority and Direction of the Harbour Master following Risk Assessment.

Note 2: Effective transverse thruster means; a fully operational, sufficiently immersed bow or stern thruster adequately powered relative to the vessels size and the expected weather conditions at the time and are considered equivalent to one tug either fore or aft or both.

6.1 Table of Maximum Vessels Size Limits and Manoeuvring Requirements

(a) to (h) relate to operating limits and manoeuvrability

Destination	Maximum Length	Maximum Beam	Maximum Draft	Manoeuvrability
Entrance	126m	35m	6.0m	(a) (b) (h)
Barry Beach	95m (e)	35m	6.0m	Required (b) (c) (d) (e) (g) (h)
Port Anthony	95m (e)	21m	6.0	Required (b) (c) (e) (f) (g) (h)
Port Welshpool Ro/Ro Berth	64m	15m	2.4m	Required (c) (g) (h)
Port Welshpool Marginal Wharf	55m	20m	3.0m	Required (c) (d) (g) (h)

(a) The maximum workable length of vessels when entering Corner Inlet may be restricted by the radius of turn required at the Barry Beach Cut and by prevailing weather conditions.

(b) Vessels of 5.5 metres draft or greater may require a rise of tide to enter Corner Inlet, subject to prevailing conditions of sea and/or swell at the time of entry. (As a general rule, the bar areas of the entrances to Corner Inlet should not be crossed without allowing an under-keel clearance of a minimum of 0.9 metres + 50% of the significant height of swell.

(c) Effective transverse thrusters to enable a high degree of manoeuvrability taking into consideration the vessels size and the expected weather conditions at the time of arrival or departure from BBMT, PAMT or Port Welshpool is required for each vessel of maximum draught or greater than 40 metres in length.

(d) Use of a competent Towage Service approved by Gippsland Ports may compensate for the absence or ineffectiveness of appropriate transverse thrusters; however masters are reminded that Swing Basin widths may restrict or eliminate the potential to bring large vessels alongside under towage. Tug Masters and Tow Masters must possess a valid Local Knowledge Certificate for the Port.

(e) A restriction on allowable length arises owing to the radius of curvature of the channel when passing from Toora Channel into Barry Beach Channel (and vice-versa) and owing to the effective radius of the swinging basin off the berths at Barry Beach and Port Anthony.

(f) During Stage 1 of the Port Anthony development, the swing basin width eliminates the possibility of the use of a competent towage service to assist berthing operations.

(g) Appropriate transverse thrusters to enable a high degree of manoeuvrability are not generally required for twin-screw vessels with twin rudders of less than 40m in length having a high degree of manoeuvrability (to Barry Beach, Port Anthony or to Port Welshpool).

(h) Deep-draught vessels may require two tides for arrival or departure from Barry Beach, Port Anthony or Port Welshpool due to depths on the bar of Corner Inlet and depth restrictions in the Lewis Channel or Barry Beach Channel, depending on the speed of the vessel. Where such delays occur (which may be of 9 hours or more), such delay should be accommodated at the anchorage in the vicinity of Singapore Deep.

6.1 Under Keel Clearance (UKC) – Calculations.

Warning

During times of prolonged Easterly weather significant sea swell heights can make attempting Bar crossings dangerous. The level of risk increases when combined with the run of the ebb tide against the sea and swell. Yawing, heeling or broaching on inbound voyages may produce a deeper draft. On outbound voyages lift caused by significant swell heights may cause deep drafted vessels to take the bottom.

Prior to entering or departing the Port of Corner Inlet and Port Welshpool the Master of vessels greater than 3.0 metres draft should ensure a UKC calculation is completed to establish the required height of tide to allow sufficient UKC of between 1.0m for vessels greater than 5.5m draft and 0.6m for vessels of 5.0m draft or less as a minimum. UKC calculations should take into account:

- The vessel's maximum draft
- The vessels squat calculation at arrival/departure speed
- The least available depth in channels and berths for the vessel's destination
- For crossing the Bar at Corner Inlet allow 50% of the significant swell height

7. Passage Plans

For all Class 1 and Class 2 vessels greater than 24 metres in length, on the occasion of the first entry to the Port of Corner Inlet and Port Albert, or if the vessel has not entered port for a period exceeding six months, the master must submit to the Harbour Master or his delegate a formal passage plan, to be lodged with the ***Notification of Arrival/Departure and Application for Berth*** form.

Each change of Master must also be accompanied by a passage plan for which he or she must be responsible for the timely lodgement with the Harbour Master or his delegate.

The passage plan requires close and continuous monitoring of the ship's position during the execution of the passage from:

- for Corner Inlet Buoy #1 to a berth and from a berth to Buoy #1.
- for Port Albert from the Fairway Buoy to the Port Albert wharf and from the wharf to the Fairway Buoy.

Mariners are reminded that the production of a passage plan for all sections of a vessel's passage, including passages within Port Limits, are a Commonwealth and State legislative requirement pursuant to The International Maritime Organisation (IMO) resolutions. The plan should include recording the following details of the passage;

- Arrival or Departure draft

- UKC calculations
- Courses and distances to waypoints
- References to aids to navigation, buoyage and beacons
- Tide calculations for the time of passage including heights, and direction of the tidal flow
- Expected wind direction and speed during the passage
- Clearing ranges and bearings – Radar ECDIS
- VHF Radio Communications
- Berthing plan (side to)
- Navigators passage check list

Note: Passage Planning Guide: Appendix 2 of the *Port Information Handbook – Part 1 Port of Corner Inlet and Port Albert* contains a GUIDE to assist Masters when compiling passage plans for the Port of Corner Inlet and primarily the Approach, Main Channel, Toora Channel and Barry Beach Channel.

7.1 Listening Watch

Masters of any vessel greater than 24 metres in length shall ensure that a continuous listening watch is maintained on VHF Ch. 16 all times during any passage within the Limits of the Port of Corner Inlet and Port Albert and, unless authorised by the Harbour Master or his delegate, at all times while the vessel remains at anchor within Port waters.

7.2 Sound Signals

Masters of any vessel greater than 24 metres in length shall ensure that appropriate sound signals in accordance with the International Regulations for the Prevention of Collisions at Sea (COLREGS) are made when swinging or turning in a basin, fairway or narrow channel.

In addition to sound signals, vessels manoeuvring or swinging in the presence of other vessels shall also indicate their intentions by way of radio contact on VHF Ch. 16.

8. Incidents in Port Waters

The following requirements relate to actions to be taken by masters of vessels that have sunk, stranded or collided within Port waters and owners of vessels or objects that obstruct port waters.

1. If a vessel sinks or strands within port waters or if any object impedes the safe navigation or use of port waters, the master, owner or agent of the vessel and the owner of the object by which the obstruction is caused shall immediately;
 - Notify the Harbour Master Gippsland Ports or his delegate of the position of the obstruction; and
 - Take immediate steps to arrange for the safe removal of the obstruction by appropriately qualified and skilled personnel.
2. If a collision causes damage to any vessel, wharf or property within port waters, or if a vessel (2) strands, sustains damage, or causes injuries to persons, or sinks within port waters, the master or owner of every vessel involved shall immediately;
 1. Report the circumstances to the Victorian Water Police; and
 2. As soon as possible, confirm the report to Gippsland Ports Harbour Master

Complete a Marine Incident Report required by Transport Safety Victoria and AMSA. Owners and masters are required to report in writing, without delay, full particulars of any incidents to Transport Safety Victoria who will conduct an investigation following any significant grounding collision or near miss incident.

4. An incident or accident that results in injury must be reported to Police immediately.

Who should I contact?

If you require urgent assistance, dial triple zero (000) for the emergency services and request Police assistance.

If an incident has occurred but you are not in any immediate danger, report it to the Water Police on 1800 135 729.

If you are the master of a commercial vessel and it is a reportable incident (see reportable marine incident section below), you must provide full details in writing to Australian Maritime Safety Authority (AMSA) by completing the AMSA incident reporting form.

8.1 Reportable Marine Incidents

Under the Marine Safety Act 2010, reportable marine incidents include:

- the loss or presumed loss of a vessel
- a collision with another vessel or object
- grounding, sinking or flooding
- a capsized vessel
- fire on board a vessel
- a structural failure or loss of stability
- a close quarters Incident
- person overboard
- vessel becoming disabled and requiring assistance
- fouling or damaging of any pipeline, submarine cable, lighthouse, lightship, beacon, buoy or marine mark
- Any injuries to persons caused by the operation of a vessel

8.2 Incident Reporting

Full information and the appropriate Incident report forms are available at the AMSA website:

[Incident reporting \(amsa.gov.au\)](https://www.amsa.gov.au/incident-reporting)

9. Vessels to be Properly and Effectively Berthed or Moored

9.1 Berthed Vessels

The Master (or Owner) of a vessel not underway and berthed within port waters shall ensure that at all times the vessel is properly and effectively secured to the wharf, Ro-Ro, jetty or pier with lines evenly tight and of sufficient size to be able to withstand the effect of local severe weather events at any time taking into consideration the vessels exposure to those weather conditions. Securing devices including cleats, bollards, bitts and mooring winches shall be maintained in good condition. The effects of chaffing should be minimised at areas of potential wear.

9.2 Moored Vessels

The Master (or Owner) of a vessel not underway and moored to the seabed by an approved (Gippsland Ports) swing mooring system within port waters shall ensure that at all times the vessel is properly and effectively secured to the mooring with a line (or lines) of sufficient size to be able to withstand the effect of local severe weather events at any time taking into consideration the vessels exposure to those weather conditions. Mooring chains, tackle and clump weights shall be inspected at regular intervals to ensure the equipment is in serviceable condition taking into account the expected severe weather conditions. Securing devices including cleats, bollards, chain stoppers and bitts shall be maintained in good condition. The effects of chaffing should be minimised at areas of potential wear. The addition of a secondary mooring line in case of parting the main line is recommended.

10. Anchoring

The Master of a vessel not underway and anchored to the seabed within port waters shall ensure that at all times the vessel is properly and effectively secured to the seabed by anchoring cable and tackle suitable for the vessels size to be able to withstand the effect of local weather events taking into consideration the vessels exposure to the expected weather conditions forecast for the duration of the stay at anchor. The master of a vessel anchored in port waters shall;

- Ensure the vessel is anchored in a position that will permit the vessel to swing clearly within any anchorage or fairway in a manner that will not impede the passage of other vessel traffic or be close to other vessels at anchor or cause risk of grounding.
- Ensure there is sufficient cable out, taking into consideration the holding ground and prevailing weather conditions
- Not permit the immobilisation of its main propulsion engines or steering gear without prior permission of the Harbour Master Gippsland Ports
- Display the lights and shapes required by a vessel at anchor as prescribed in the COLREGS.
- Must sound the signals required by the COLREGS during periods of restricted visibility.

10.1 Anchor Watch

Vessels greater than 24 metres in length must maintain a 24 hour anchor watch including a listening watch on VHF Ch. 16 at all times while at anchor. Masters standing orders and night orders should include the provision of a 24 hour deck and engine room fire watch throughout.

10.2 Vessels Not to Anchor in Certain Locations

The master of any vessel shall:

- Ensure the anchor is not dropped in a position that may compromise personal safety or the safety of other vessels.
- Not cause or permit a vessel to be anchored or lie at a distance of less than 200 metres from a wharf..
- Shall not cause a vessel to anchor within 100 metres of where a telephone or electrical cable or oil, water, gas or sewerage pipe has been laid.
- Shall not cause a vessel to be anchored in any precautionary area or prohibited anchorage described on Charts Aus. 181 & ENC Cell AU439146.

11. Manning While at Anchor, on a Mooring or When Berthed

11.1 At Anchor

The master of a vessel greater than 24 metres in length at anchor shall ensure that sufficient competent crew are available to maintain a continuous watch or to shift or resecure the vessel at any given time while a vessel is at anchor within the port waters in accordance with the provisions of the Vessel Safety Management Plan and Masters Standing Orders.

The Owner of Vessels less than 24 metres in length that are anchored and unmanned shall ensure that a competent designated person or persons are available to maintain a daily observation of the position of the vessel and to periodically visit and check the anchoring system is secure. Masthead anchor lights shall be displayed during the hours of darkness.

11.2 On A Swing Mooring

The master (or owner) of a vessel secured to an approved swing mooring shall maintain regular inspections of the vessel and the mooring system. A Designated Person Ashore (DPA) must be available to attend to the upkeep of the vessel as required while the vessel is not being used.

11.3 Vessel Berthed Alongside

The master (or Owner) of a vessel greater than 24 metres in length berthed alongside shall ensure there is a Designated Person Ashore who is contactable 24 hours a day and sufficient competent crew available to attend to any emergency as required under the provisions of the vessels Safety Management Plan or the Ship Security Plan or to shift the vessel as directed by the Harbour Master Gippsland Ports or his delegate.

12. Refuelling and Liquid Cargo Operations

Barry Beach Marine Terminal (BBMT) and Port Anthony Marine Terminal (PAMT) have diesel fuel and other liquid cargoes required for the Offshore Oil and Gas industry stored at their respective facility. Refuelling and other dangerous liquid cargo operations are to be managed in accordance with the approved Qube Safety and Environment Management Plans for BBMT and in accordance with the approved Port Anthony Stevedoring Safety and Environment Management Plans for PAMT.

Should any refuelling or liquid cargo loading operation cause a spill into the waters of Corner Inlet the Harbour Master and Port Manager must be notified immediately.

In accordance with Section 232 (1) (d) & (3) of the Marine Safety Act 2010;

The Harbour Master, Gippsland Ports directs that:

Vessel refuelling at any Marina, public or private Jetty or wharf (other than BBMT and PAMT) within the waters of any Port or Waterway managed by Gippsland Ports is prohibited, except; at Gippsland Ports approved marine refuelling outlets; or

- If specifically authorised under the terms and conditions of a Gippsland Ports Permit; or
- Fuel being loaded is less than 25 litres

Approved marine refuelling outlets are available at;

- Port Welshpool – Diesel only
- Port Albert – Diesel only

13. Fairways and Channels Not To Be Obstructed

In accordance with Victorian Vessel Operating and Zoning Rules (VOZR) and the Collision Regulations the master or owner of a vessel must not, without reasonable excuse:

1. Cause or allow the vessel to be anchored in a channel that is marked with buoys or beacons
2. Cause or allow the vessel to anchor or lie in a narrow fairway or near the middle of any river connected with the waters of the Port of Corner Inlet or Port Albert
3. Where a channel or fairway has been obstructed by a vessel or its equipment, occupants or persons, the master or owner of that vessel and equipment must remove the obstruction from the channel or fairway.
4. Where it was reasonably necessary for a vessel to anchor or lie in a channel, fairway or river in a manner that obstructs navigation of other vessels the master of the vessel shall:
 - Immediately notify the Harbour Master Gippsland Ports or his delegate of the position of the vessel and as soon as possible, move the vessel to a place where it does not obstruct the navigation of other vessels; and
 - Notify the Harbour Master Gippsland Ports or his delegate immediately the vessel has cleared the fairway, channel or river.

14. Vessels or Objects Riding Astern of Moored or Anchored Vessels

The Master of a vessel that is lying at anchor or on a mooring shall not without prior permission of the Harbour Master Gippsland Ports:

1. Cause or permit any vessel to ride astern of or be attached to the vessel at a greater distance than 6 metres, or
2. Cause or permit any lighter or deeply laden vessel or other floating or wholly or partially submerged object likely to obstruct or damage any other vessel, to ride astern of or be attached to the vessel.

15. Fishing Effort in Marked Channels Prohibited

Unless Authorised by Gippsland Ports, the Master of a vessel engaged in fishing effort including the setting or staking of fishing nets, lines or pots within the waters of the Port of Corner Inlet and Port Albert must not:

1. Set or stake fishing nets, lines or pots to catch fish or crustaceans within the waters of a marked channel defined by beacons or buoys or a section of fairway defined by beacons or buoys.
2. Obstruct the safe navigation of other vessels that may be using a marked channel defined by beacons or buoys or a section of fairway marked by beacons or buoys, while carrying out fishing effort.

16. Use of Propellers Alongside Wharves

Other than for the purpose of coming alongside or departure from a berth:

1. The master of a berthed vessel shall not cause or permit a propeller to be operated without the prior permission of the Harbour Master Gippsland Ports or his delegate, and
2. If permission is granted, the master shall notify the masters or owners of vessels at adjacent berths of the intention to operate the propeller.

17. Mooring of Vessels Alongside

If directed or approved by the Harbour Master Gippsland Ports or his delegate:

1. The master of a vessel that is berthed at a wharf shall permit other vessels to moor or lie alongside that vessel and give free passage to persons and goods across and over the deck of that vessel and to and from the wharf and any other vessel moored or lying alongside that vessel.

18. Removal of Vessels

If directed by the Harbour Master Gippsland Ports or his delegate the master or owner of a vessel shall cause his or her vessel to be removed from any allocated berth to another place in accordance with the directions given.

19. Navigation of Small Vessels

1. The master of a vessel less than 24 metres in length shall ensure that the vessel shall keep out of the way of:
 - vessels more than 24 metres in length, or if the length is unknown, it is assumed to be greater than 24 metres in length; and/or

a tug or launch assisting the movement, berthing or departure of another vessel.

2. The Master of a vessel less than 24 metres in length shall not navigate within port waters while taking part in any regatta, contest or race or other event unless the conduct of the event has been approved by the Harbour Master Gippsland Ports or his delegate.
3. The granting of permission to hold a regatta, race, fireworks display or other marine event shall not diminish the power of the Harbour Master to direct navigation in port waters and the organisers of such events in port waters should be aware that it may be necessary to suspend or cancel events at short notice in the interest of personal safety or efficient commercial operations.

20. Seaplanes

The Pilot of a seaplane must not take off or touchdown in any waters within the Port of Corner Inlet and Port Albert, without the permission of the Harbour Master.

21. Commercial Diving Activities

The Master or owner of a vessel must;

1. Obtain permission from the Harbour Master or his Delegate before conducting any commercial diving operations on a vessel while it lies within the waters of the Port of Corner Inlet and Port Albert.
2. *Complete an approved Dive Safety Plan and JSA applicable to the job.*

A Commercial Diver must;

1. Obtain permission from the Harbour Master or his Delegate before conducting any Commercial diving operations on any vessel, aid to navigation, wharf, jetty or any other infrastructure within the Port of Corner Inlet and Port Albert.
2. *Complete an approved **Dive Safety Plan and JSA** applicable to the job.*

22. General Traffic, Speed and Zoning Rules

1. Vessel Traffic, Speed and zoning rules are signposted or otherwise notified in all ports and waterways under the management of Gippsland Ports.
2. It is the responsibility of each Master or operator of a vessel to determine the applicable traffic, speed limit and zone rules that are in force within the port or waterway they are operating in.
3. It is also the responsibility of each Master or operator of a vessel to determine the applicable rules relating to traffic, speed limit and zones **prior** to entry into those ports or waterways in which the rules are in force.

4. Information regarding speed limits and zoning may be found in the latest edition of the "Guide to Vessel Operating and Zoning Rules (VOZR)" for Victorian Waters at; www.transportsafety.vic.gov.au/maritime-safety

23. Vessel Operating and Zoning Rules for the Port of Corner Inlet and Port Albert (VOZR)

Transport Safety Victoria make official notices under the Marine Safety Act 2010. TSV have produced a document known as the Guide to Vessel Operating and Safety Rules or VOZR. The guide details general State Rules that apply for all waters in the state and have a local Schedule for operating and zoning for each specific waterway. Information about the state VOZR is available at www.transportsafety.vic.gov.au/maritime-safety



23.1 Designated Areas

All Ports and Waterways under the management of Gippsland Ports are designated by Transport Safety Victoria as "Enclosed Waters" other than any river that flows into those ports and waterways which are designated "Inland Waters" and any open sea areas that lie within the port limits are designated "Coastal Waters". It is important for masters and owners to know the applicable designation as there are different scales for safety and emergency equipment required to be carried or worn in each area.

Please consult the Victorian Recreational Boating Safety Handbook for current safety and emergency equipment lists for each area of operation.

23.2 Speed Limits and Safety Distances for all State Waters

The master of a vessel must not cause or allow the vessel to be operated on any State waters at a speed exceeding 5 knots:

- Within 50 metres of a person in the water, or
- Within 100 metres of a vessel or buoy on which a dive flag is displayed, or a rigid replica of that dive flag, or
- Within 50 metres of another vessel except where both vessels are either engaged in competition, or within an exclusive use or special purpose area prescribed in a Schedule within the VOZR.

23.3 Speed Restricted Zones

The master of a vessel must not cause or allow the vessel to be operated at a speed exceeding the speed specified in a Schedule for an area of water specified in the Schedule.

24. VOZR Schedule 132 – The Local Port of Corner Inlet and Port Albert

132.1. Twenty (20) knot speed restriction zone for the purposes of Clause 7.

For vessels of 25 metres or more in length the waters of Lewis Channel between:

1. a line joining No. 1 Beacon Lewis Channel and No. 2 Beacon Lewis Channel
 2. a line joining No. 14 Beacon Lewis Channel and No. 19 Buoy Lewis Channel
- are subject to a speed restriction of 20 knots.

132.2. Five (5) knot speed restriction zone for the purposes of Clause 7.

The waters of the Port of Corner Inlet and Port Albert specified below are subject to a speed restriction of five (5) knots:

1. for vessels of 25 metres or more in length the waters of Lewis Channel that are east of a line joining No. 14 Beacon Lewis Channel and No. 19 Buoy Lewis Channel
2. all the waters of the Port Albert Channel enclosed by a line joining the south-east corner of Port Albert Jetty to No. 20 Beacon; thence to No. 13 Beacon; thence northward to a speed limit notice on the foreshore at Magazine Point
3. all the waters of the Franklin River upstream from a speed limit notice situated on the bank at the mouth of that river.

132.3. Prohibition of specific activities for the purposes of Clause 12.

1. The master or person in charge of a vessel which is departing Lewis Channel must give way to any vessel that is navigating the Toora Channel
2. The master or person in charge of a vessel ten (10) metres or more in length intending to proceed outward and in the Lewis Channel from the shipping pier or the boat harbour at Port Welshpool must not proceed whilst a vessel of 25 metres or more in length is proceeding inward in that channel
3. The master or person in charge of a vessel of less than ten (10) metres in length intending to proceed outward from the Port Welshpool boat harbour must not proceed whilst an inward bound vessel of 25 metres or more in length is underway between the shipping pier and the boat harbour
4. The master or person in charge of a vessel of 25 metres or more in length inward bound for Port Welshpool must not enter Lewis Channel whilst a vessel of 25 metres or more in length is proceeding outward bound in that channel.

TEMPORARY RULE

Until further notice, bathing and the operation of vessels (including anchoring, mooring or allowing a vessel to lie), excluding vessels engaged in works and approved by Gippsland Ports Committee of Management Inc., is prohibited within 10 metres of the Shipping Pier (Long Jetty) at Port Welshpool.

Table showing details of notice(s) published in Government Gazette in relation to this Schedule

Gazette number/date	Waterway rule made	Relevant legislation
S221 28/06/2012	Schedule 132	MA 1988 s15
S202 19/06/2012	Temporary rule	MA 1988 s15

25. Emergency and Key Contact Details

Organisation	Telephone	Mobile	Email / Website
Gippsland Ports 1. Head Office 2. CEO 3. Harbour Master 4. Port Manager 5. Marine Pollution 6. Maritime Security 7. Lakes Entrance Depot 8. Port Welshpool Depot	03 51500500 03 51500500 03 51556900 0356881303 03 51566352 03 56881303 03 51556900 0356881303	NA 0427 833 388 0427 610 025 0400 932 576 0429 174 606 0427 610 025	feedback@gippslandports.vic.gov.au chrisw@gippslandports.vic.gov.au bevish@gippslandports.vic.gov.au JakebG@gippslandports.vic.gov.au davidtn@gippslandports.vic.gov.au bevish@gippslandports.vic.gov.au Website www.gippslandports.vic.gov.au for real time tide and Bathymetric Survey and online mapping information.
Emergency Contacts Victoria Police Country Fire Authority Paramedics/Ambulance Foster Hospital Yarram Hospital	Dial triple zero "000" 0356839777 0351820222	Open 24 hours	Request to be connected to appropriate emergency service
Victorian Water Police	1800 135 729		Melbourne Headquarters
Safe Transport Victoria	1800 223 022		Website On The Water Safe Transport Victoria
Australian Maritime Safety Authority (AMSA)	Canberra 02 6279 5000	Melbourne 03 86126000	Website www.amsa.gov.au
Environment protection Authority (EPA) Victoria	1300 372842		Email contact@epa.vic.gov.au
Australian Border Force	Melbourne 131881		Website www.homeaffairs.gov.au
Barry Beach Marine Terminal (BBMT)	BBMT Guardhouse 03 56880222	BBMT Manager 03 56880200	Email Matt.Walker@gube.com.au VHF Ch16 – 24 hours
Port Anthony Marine Terminal (PAMT)		Ben Anthony 0447244236	Email ben@portanthony.com.au
Department of Agriculture, Biosecurity	1800 900 090		Website Biosecurity Biosecurity
Victorian WorkCover Authority	Emergency 132 360	Incident Response 0407 833 306	Website www.worksafe.vic.gov.au
Bureau of Meteorology Victoria			Website www.bom.gov.au/vic
Vic Roads – Traffic and Hazardous road conditions	13 11 70		Website www.vicroads.vic.gov.au

26. Forms

The following pages provide examples of forms current at 30 June 2016.

Gippsland Ports forms are subject to updates when required and can also be downloaded from the Gippsland Ports website: www.gippslandports.vic.gov.au.

List of Forms

1. Notification of Arrival/Departure & Application for Berth - Port of Corner Inlet & Port Albert
2. Gippsland Ports Wharfage Certificate
3. Vessel Maintenance on Water Application



Notification of Arrival/Departure and Application for Berth

PORT OF CORNER INLET & PORT ALBERT

Email to : bevish@gippslandports.vic.gov.au, feedback@gippslandports.vic.gov.au,
accounts@gippslandports.vic.gov.au, DavidA@gippslandports.vic.gov.au,
davidtn@gippslandports.vic.gov.au, DavidR@gippslandports.vic.gov.au
Melbourne@amsa.gov.au,

Telephone: 0351 500500 - Facsimile: 0351 500501

Date of Application:

Subject to the conditions set out below, I/We hereby give:

Notification of Arrival / Departure and Application for Berth

Highlight applicable, or cross out/delete not applicable

Name of Vessel:		Gross Registered Tonnage ¹	
IMO Number:		Voyage Number:	
Port of Registry:		ISPS Compliance No:	
Name of Master:		Length Overall:	
Security Level:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Estimated Arrival Draught:	Fore
Security Officer:			Aft
Ships Agent: ABN:		Estimated Departure Draught:	Fore
Name & Local Knowledge Certificate No:			Aft
Bridge Phone Number:			
Bridge Fax Number:			
Pratique Granted date:		Type of Vessel:	
Date of Ships Passage:		Towing?	No <input type="checkbox"/>
Corner Inlet:	ETA / ETD	<i>Towing approval from Harbour Master Gippsland Ports:</i>	Yes <input type="checkbox"/>
Berth:	ETA / ETD	Name of Barge or vessel:	
Last Facility		Ballast Water Discharge?	<input type="checkbox"/>
Next Facility		EPA Notification?	<input type="checkbox"/>

Corner Inlet No 1 to BBMT	<input type="checkbox"/>	PAMT to BBMT	<input type="checkbox"/>
Corner Inlet No 1 to PAMT	<input type="checkbox"/>	BBMT to Corner Inlet No 1	<input type="checkbox"/>
BBMT to PAMT	<input type="checkbox"/>	PAMT to Corner Inlet No 1	<input type="checkbox"/>
<i>Tick the check box of relevant movement</i>			

Appendix: Gippsland Ports Form as at 24 April 2024
Notification of Arrival/Departure and Application for Berth

Facilities Notified:			
Proceeding to Anchorage* <small>*GP's will advise which anchorage on arrival</small>	<input type="checkbox"/>	Port Anthony Terminal	<input type="checkbox"/>
Barry Beach Marine Terminal	<input type="checkbox"/>	Port Welshpool Berth	<input type="checkbox"/>
<i>Tick the check box of relevant facility</i>			

Notification of Cargo Information:			
Type of Cargo to be Loaded:			
Type of Cargo to be Discharged:			
Weight: tonnes	Volume: m ³	Livestock:	
Gas Free:			
Other information			
Supply of Fresh Water:			
Bunkering:			
Vessel Repairs / Lay Up:			

Hazardous / Dangerous Goods Declaration

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes									
Division									
Quantity									

Cargo Manifests: Vessels intending to discharge cargo must ensure the Cargo Manifest is forwarded to the email address list (above) at least 24 hours prior to arrival. Manifests for cargo loaded including ships stores to be forwarded to the email address list (above) within 24 hours prior to departure from the Port.

Note 1. If vessel GRT less than 150t or vessel is not subject to Tonnage Measure charges are based upon overall length

Conditions:

1. The Ship's Agent submits this Notice of Arrival, Application for Berth & Notification of Departure in its capacity as agent for the Owner and warrants that it is authorised by the Owner to enter into this agreement on its behalf (whether or not a copy of the Ship's Agent appointment is attached).
2. The Ship's Agent and Owner acknowledge that a contract is constituted by this Application.
3. The Ship's Agent and the Owner acknowledge that any obligations imposed upon them by the Contract are binding upon them.
4. Full details of fees, charges, obligations and copies of the Port Operating Handbook and Harbour Master's Directions for the Port of Corner Inlet and Port Albert may be found at:
www.gippslandports.vic.gov.au

Signature of Ship's Master;

Name of Shipping Agent;.....

Date:



Wharfage Certificate & Cargo Declaration

GIPPSLAND PORTS **WHARFAGE CERTIFICATE & CARGO DECLARATION**

To be lodged by the vessel Owner or their Agent on arrival and departure by any vessel loading or discharging cargo

Inwards/Outwards (Strike out not applicable)

Vessel Ship ID/Registration No.

Berthed at On/...../.....

Owner/Master/Agent* Phone:

Description of Goods	State of Origin	Quantity	Tonnes or Cub Metres	Wharfage Rate	Amount Payable

Note : A copy of the Cargo Manifest must accompany this Certificate/Declaration

Declaration

I, Do solemnly and sincerely declare that I am the Owner/Agent for the Owner (*strike out where not applicable*) of the above named goods and that such return discloses full particulars in connection therewith and that the several particulars above set out are true and correct and disclose the full tonnage of and amount of wharfage due and payable on such goods. I have read and understand the attached conditions applying to this wharfage certificate.

Declared at In the State of.....

On the Day of

Two Thousand and/...../.....

Checked:
Port Manager

Invoiced:
Fin/Admin
.....

GENERAL CONDITIONS FOR WHARFAGE AND THE PROVISION & USE OF GIPPSLAND PORTS FACILITIES

1. The contracting party shall agree to abide by the provisions of the Marine Safety Act 2010 as amended and subordinate legislative instruments and requirements including all applicable Regulations, Standards, Codes and Conventions.
2. The contracting party shall agree to abide by the provisions of Port Management Act 1995 and the Port Management (Local Ports) Regulations 2015 as amended and applicable to Gippsland Ports
3. The contracting party shall agree to abide by the provisions of the Dangerous Goods Act 1985, as amended, and all Ordinances, Regulations, By Laws, Orders and Proclamations applicable to this application. All dangerous goods must be manifested, transported and stored as required by the Australian Dangerous Goods Code Edition 7.3
4. The contracting party shall agree to abide by the provisions of the Environment Protections Act 1970, as amended, and all Ordinances, Regulations, By Laws, Orders and Proclamations applicable to this application.
5. The contracting party must ensure, for safety reasons, that telephone services are provided to the vessel, and the vessels phone number is indicated on the Wharfage Certificate.
6. The contracting party shall agree to abide by any written or verbal Direction given by the Harbour Master or Port Manager.
7. The contracting party shall agree to abide by the Crown Land (Reserves) Act 1978, as amended and applicable to Gippsland Ports.
8. The contracting party shall agree to allow access to the vessel by Gippsland Ports personnel and/or their agents or representatives.
9. The contracting party shall, within 24 hours of the arrival of the vessel in the Port, lodge with Gippsland Ports Port Manager, an inward manifest containing true and complete particulars, including all details of cargo which is intended to be discharged.
10. The contracting party shall, within 24 hours of the departure of the vessel from the Port, lodge an outward manifest containing true and complete particulars, including all details of cargo which has been loaded.
11. Where Gippsland Ports requires any additional information in respect of any cargo listed on any manifest, the contracting party shall provide such information within 48 hours of being requested.
12. Where a vessel does not discharge any cargo or does not load any cargo within the Port, the contracting party shall, within 24 hours of the departure of the vessel, advise Gippsland Ports that no cargo was discharged or loaded as the case may be.
13. Unless otherwise agreed to by Gippsland Ports, the contracting party shall, within 30 days of the date of an invoice issued by Gippsland Ports, pay to Gippsland Ports all applicable fees and charges relating to the provision of facilities and Wharfage at the rates prescribed by Gippsland Ports from time to time.
14. Where any charge as prescribed in accordance with paragraph 11 remains unpaid after the due date for payment, the contracting party shall pay interest on the unpaid amount, at the rate of 4% above the interest rate fixed pursuant to Section 2 of the Penalty Interest Rates Act 1983, for the period from the due date until the payment date.
15. Unless otherwise agreed to by Gippsland Ports, the contracting party shall ensure that the facilities are clear and cleaned to the satisfaction of Gippsland Ports and that any supplied materials and equipment are returned in the same condition as supplied.

Application For Maintenance / Work Authority For A Vessel On Water

GUIDE TO COMPLETING THIS APPLICATION

In accordance with legislative requirements including the OHS Act, Port Management Act, Environment Protection Act, Marine Safety Act; vessel owners, agents or masters must complete this application process to have your request considered for approval to perform maintenance or other works on a vessel in Gippsland Ports waters that includes any of the following maintenance activities defined as *hazardous port activity* under the Port Management Act and also as *high risk work* under the OHS Act:

- Hotwork; including but not limited to electric welding, gas welding, abrasive cutting and grinding, gas cutting and any other activity that generates sparks and heat
- Abrasive blasting (must be at GP authorised site)
- Spray painting (must be at GP authorised site)
- Activities involving emissions or pollution or deposition of waste to land, air or water - examples include but are not limited to pumping bilges, grinding/sanding of external surfaces of vessel, painting, chemical washing of vessel
- Work with cranes and mobile plant – includes forklifts, elevated work platforms, scaffolding, etc
- underwater diving work

Maintenance or other work listed above is not permitted to commence on a vessel in Gippsland Ports managed waters until authorised in writing by Gippsland Ports. Where authorisation is given, all terms and conditions must be strictly complied with.

Use the following checklist as a guide to ensure that all of the required information is provided to avoid delays in considering your application.

1. Completed the application form (on following pages)	
2. Provide details of the maintenance or works to be performed	
3. Provide details of vehicles that will be accessing the site (make, model, registration for all cars, trucks, mobile plant)	
4. Hold a current Gippsland Ports Site Induction if working at a Gippsland Ports site where an induction is required An induction can be completed either online or at a GP Depot Office	
5. Read and understand the Terms and Conditions (attached)	
6. Sign the Indemnity and Acknowledgement section of the Terms and Conditions	
7. Submit the form to GP	

Note: A copy of this completed application can be forwarded to you for your records if required.

You are responsible for your safety and the safety of others while working on your vessel at Gippsland Ports wharves and jetties and moorings

Persons granted permission to conduct maintenance or works on their vessels, are required to read, acknowledge and comply with the following conditions.

1. General

- 1.1. All berth holders, vessel owners performing maintenance works are responsible for their employees, contractors and anyone they allow on to site. This includes the responsibility to ensure those other persons also comply with these conditions
- 1.2. All vessel owners performing maintenance works must be aware of potentially conflicting vessel works adjacent to their own vessel works, and other facility users and respond accordingly to control risks.
- 1.3. All berth holders, vessel owners performing maintenance works must ensure that any person engaged to perform any works is competent or licensed or both if required and the works are carried out in full compliance with applicable laws, regulations and standards.
- 1.4. Minors (under 18) are not permitted on wharves unless supervised and controlled by an adult berth holder / vessel owner who is responsible for them
- 1.5. Entry and exit to the wharves shall be via access systems GP have in place
- 1.6. Offensive behaviour and language is not permitted on GP sites
- 1.7. Staying overnight in vehicles on the wharves / jetties is not permitted
- 1.8. Animals are not permitted
- 1.9. Consumption of alcohol or illicit drugs or being under the influence of alcohol or drugs is not permitted on wharves and jetties.
- 1.10. GP accepts no liability for property and equipment owned by others or any injuries sustained
- 1.11. The person granted approval for the works is responsible for and must rectify any damage to the property of GP or any other entity or person resulting from their activities
- 1.12. Gippsland Ports reserves the right to change these terms and conditions at any time
- 1.13. Gippsland Ports reserves the right to vary or deny works or berth access for non-compliance with these conditions, in emergency situations or to support the safe and efficient operation of the Port.
- 1.14. High Visibility clothing must be worn by vessel maintenance crews carrying out works at Gippsland Ports maintenance berths.

2. Fees and charges

- 2.1. Fees and charges apply to berthing and wharf activities. All fees and charges associated with berthing and wharf activities shall be paid in full when due

3. Access cards

- 3.1. Access swipe cards will only be issued at GP sole discretion to vessel owners, berth holders and contractors with valid reasons to access sites where swipe cards are required
- 3.2. Issue of site access swipe cards will be limited to a maximum of two (2) cards per berth holder, vessel owner or contractor. Additional access card/s may be issued at GP sole discretion after application by berth holder, vessel owner or contractor with a valid business need for additional card/s
- 3.3. Replacement access cards (for damaged or lost cards) and additional access cards will be charged to the recipient at \$50 per card, non-refundable
- 3.4. Access cards are not transferrable to any other persons by the card holder

4. Vehicle Access and Across the Wharf Activities

- 4.1. Vehicle access to the wharves is only allowed for vehicles with a current 'vehicle access permit' from GP
- 4.2. All wharf activities involving mobile plant, cranes, vehicles, trucks, etc require a GP permit issued for the activity before the activity commences. Permits may require additional conditions to be met
- 4.3. The speed limit for all types of vehicles and mobile plant on the wharves is walking pace (10km/hr max.)
- 4.4. All cargo manifests must be provided to the GP, Port Manager East Gippsland or South Gippsland.

5. Refuelling

- 5.1. Refuelling must be conducted at an on water fuelling facility wherever practicable. Refuelling at other locations is conditional on obtaining a refuelling permit issued by GP

6. Insurance

- 6.1. Public liability, vehicle, and mobile plant insurance policies applicable to the relevant authorised

Authorisation: Harbour Master	Version: 1a	Current: 2023	Review: Oct2026	
-------------------------------	-------------	---------------	-----------------	--

maintenance/works at the site must be maintained

7. Emergency Procedures

- 7.1. All persons on the site are required to familiarise themselves with the wharf/jetty/site layout; noting the location of all site emergency equipment and features
- 7.2. In the event of an emergency all persons are to leave the site if safe to do so or if directed by GP or emergency authorities

8. Environment, Health & Safety

- 8.1. All persons are to comply with the OHS Act and Regulations, the Environment Protection Act and regulations and relevant codes and standards applicable to their maintenance / works
- 8.2. All maintenance / works must have relevant safety hazards and environmental impacts identified and appropriate controls put in place to protect people, property and the environment
- 8.3. All high risk work as defined in the OHS Regulations must have a JSA or SWMS completed in accordance with the Regulations prior to work commencing
- 8.4. Berth holders/vessel owners/contractors must provide all risk controls, Personal Protective Equipment (PPE) and First Aid resources appropriate to the risks of their activities being undertaken
- 8.5. All accidents, incidents, near misses and hazards are to be reported with all required details immediately to GP after the situation is made safe
- 8.6. All hazard awareness and other warning and direction signage must be complied with
- 8.7. Dangerous Goods and Hazardous Substances used on site are to be appropriately stored and correctly labelled and shall be recorded in the berth holders/vessel owners/contractors materials register (an example of a hazardous materials register is attached)
- 8.8. Unused Dangerous Goods and Hazardous Substances and any other materials must be removed from the site when work is completed
- 8.9. No abrasive blasting, spray painting or hot work activities to take place without GP specific permission and permits in place
- 8.10. GP will require works deemed to constitute a nuisance or unacceptable risk to stop immediately

9. Plant & Equipment

- 9.1. All plant and equipment used on site is to be maintained in serviceable condition and comply with relevant laws, standards and OHS requirements
- 9.2. All plant and machine operators must have required licences with certified level of competency
- 9.3. GP reserves the right to inspect vessel owners and contractors plant and equipment for compliance and direct the removal of non-compliant equipment from site
- 9.4. No trucks greater than 5 tons or articulated vehicles or mobile plant to be operated on the net stretching area at Bullock Island Wharf

10. Housekeeping

- 10.1. Berth users must maintain areas of the site they are using in a neat and tidy manner free from obstructions and hazards and with all wastes properly disposed of off site
- 10.2. No equipment, parts, materials or other items can be stored on the site without GP approval

Acknowledgement and Indemnity

I, as the vessel Owner / Agent / Master named below, by signing this document acknowledge that:

- Approval given by Gippsland Ports is without assumption of any responsibility by Gippsland Ports for the manner in which the works are carried out and I am obligated to ensure works are carry out safely and in full compliance with all relevant requirements
- I unconditionally indemnify GP for any and all damage to property and person/s that result from my actions or the actions of any person I engage or who I allow to enter Gippsland Ports sites
- I have read and understood the above conditions and agree that I will I comply with these conditions and I will ensure that any other persons I allow to enter Gippsland Ports sites will be under my supervision and control and will also comply with these conditions.

Vessel Owner / Agent /Master name:

Vessel name:



APPLICATION FOR MAINTENANCE / WORK AUTHORITY FOR A VESSEL ON WATER

Signed: Date:

Gippsland Ports Representative: Date:

Appendix: Gippsland Ports Form
APPLICATION FOR MAINTENANCE / WORK AUTHORITY FOR A VESSEL ON WATER

Berth holder/Contractor/Vessel owner Materials Register – for materials brought onto the wharf or to be stored on site (only by prior arrangement with GP)

Contractor/Vessel owner/operator compiling register: Date compiled:/...../.....

Vessel name: Gippsland Ports Location:

Person reviewing register: Date reviewed...../...../.....

Material, Product or Chemical Name	Use	Amount (mass or volume)	Is the material hazardous	Is the material a Dangerous Goods		Current (<5yrs old) copy of MSDS	Comments / Actions required (include by who and when)
			Y/N	Y/N	Class	Y/N	

Authorisation: Harbour Master	Version: 1a	Current: 2023	Review: Oct2026	
-------------------------------	-------------	---------------	-----------------	--

